

**Sparta Free Library**  
**Regular meeting of the Board of Trustees**  
**July 6, 2020**

The teleconference meeting was called to order by President Laurie Koll at 5:04 PM.

**Members participating:** Paul Lenz, Amy Bernath, Sandie Perry, Reinhard Mueller, Bruce Humphrey and Terry Putman. Also participating was Interim Library Director/Youth Services Librarian Aimee Schreiber.

**Approval of Minutes:** The June minutes were presented. **Perry, seconded by Humphrey, moved to approve the June minutes. Motion carried by roll call vote.**

**Finances:** A printed report reflecting June expenditures and income had been electronically distributed, as well as a list of expenditures with comparison to budget for the 6 months ending June 30, 2020. Trustee Bernath inquired about the line items on the comparison document labeled "Library Expansion Design Fees". Interim Director Schreiber explained that the City Treasurer tracks all of the consulting fees associated with fundraising this line, despite the fact that these funds are not City Funds, but Library Funds. **Bernath, seconded by Putman, moved to approve the bills. Motion carried by roll call vote.**

**Directors Report:**

Programming:

- June Programming Highlights: June virtual programming has been a blast! Children's weekly online programs include: Groovy Mondays, Snuggly Stories, Listen 'n Munch read alouds, and Online Storytime. Groovy Mondays consistently draws more than 20 participants and has high enthusiasm from attendees. The Lego Club theme this month was "fairy tales" and participants joined us via Zoom to share their creations! Twenty-one teens submitted original writing to our Six-Word Story Contest and three winners were chosen by staff vote to receive prizes. This month teens also got to weigh in on library programs and other topics at the first virtual TAG meeting. The passive "Would You Rather" weekly online poll has been adapted to the summer learning challenge theme "Imagine Your Story" and has premiere questions such as "Would you rather climb Jack's beanstalk or climb up Rapunzel's tower". This month adults have tuned in for book club online, a gardening idea share session, and chair yoga.

Summer To Go Kits have been wildly popular, with demand being so high that staff has now prepared an extra 50 bags each round to bring our weekly total bags to 150. Families have been sharing the results of the included crafts, STEM projects, and family challenges on the library Facebook page and through email and private messages.

The Sparta Free Library's Beanstack (online summer activity tracker) site has over 200 readers registered and tracking summer activities to earn badges and prizes.

- Upcoming Programming: July looks similar to June with weekly programs continuing and some new programs being added. New to the teens will be a photo contest encouraging them to use household items to make a book character costume. Families will have the opportunity to try out a Fairy Tale ABC Scavenger Hunt around the exterior of the library and be entered to win alphabet books. Later in the month, via Zoom, Chad Lewis will give his Haunted Wisconsin presentation.

## Operations:

- Camera: A replacement camera was installed in the upstairs desk area, looking towards the front vestibule. The old camera was analog and the new camera is digital. We now have over half of the cameras in the building updated to digital.
- Roof: During one of the large storms we had this month the transom window above the rear entrance was leaking water. Interstate roofing inspected and patched the area.
- Phone: A CenturyLink technician temporarily removed the phone in the downstairs vestibule

Building & Grounds: Re-Opening Update: The library is exploring what Phase Two of re-opening might look like and will continue with current services following the guidelines available from DPI, WRLS, and local, state, and federal health organizations. Browsing appointments, similar to current computer/printing appointment, may replace curbside pickup services.

### **Old Business:**

Capital Campaign Update: Trustee Bernath reported that the Capital Campaign Committee did not meet in June and may not meet in July. Contributions continue to trickle in.

Director Search Update: Interim Director Schreiber reported that the position announcement was posted on the following websites: ALA, WLA, tri-state Library Schools, and the Sparta Free Library Facebook Page. Four applications have been received thus far. The posting closes on July 20<sup>th</sup>.

**New Business:** Trustee Bernath inquired if the current COVID 19 situation will have an impact on our current design plans for the library expansion/renovation. Interim Director Schreiber advised that changes will need to be incorporated and that it is fortunate we had not already contracted for in-depth drawings/blueprints from the architectural firm.

**Items for Future Consideration:** Status of Library Director applications.

The next meeting will be the first Monday, August 3, 5:00

**Mueller, seconded by Humphrey, moved to adjourn. Motion carried by roll call vote.**  
Meeting adjourned at 5:30 PM.